ATTENDANCE (DRAFT)

Purpose
Under Section 36 of the Education and Training Act 2020, the School Board must take all reasonable steps to ensure that students attend school when it is open. In line with this responsibility, Tamaki College will:

- Assist students to attend school regularly.
- Work towards achieving the Ministry of Education's Attendance goal of 80% of students to be present for more than 90% per cent of the term by 2030.
- Communicate attendance expectations clearly to students and their whānau.
- Follow up promptly on unexplained or unjustified absences.
- Record and monitor attendance data accurately.
- Implement strategies to improve overall student attendance and engagement.

This policy also aligns with the "Attendance is Everybody's Responsibility" framework and supports a whole-school approach to student wellbeing and success.

Rationale
Regular attendance is essential for academic success, personal development, and long-term wellbeing. Every missed day is a missed opportunity for learning and connection. This policy ensures consistency in how attendance is recorded, managed, and improved. By identifying issues early and working in partnership with whānau, we aim to remove barriers and support every student to succeed.

1. Attendance Expectations
- Attend school every day unless they are sick or have a valid, approved reason for absence
- Arrive on time for all timetabled classes, including Education Outside the Classroom (EOTC) activities
- Remain at school for the full school day, unless signed out by a parent/caregiver through the official school process
- Parents/caregivers must notify the school within 24 hours of any absence via phone, email, or written note.
- Parents and caregivers are responsible by law for ensuring their child's attendance. Failure to meet this requirement can result in:
    - Formal attendance interventions
    - Referral to the Attendance Service or external support agencies
    - Legal action, including infringement notices or prosecution, in serious cases of non-compliance

2. Electronic Roll Marking
- All classroom teachers are required to electronically mark the roll in KAMAR at the beginning of each class.
- Rolls must be marked within the first 10 minutes of the period.

- This ensures timely follow-up of absences and accurate attendance records.
  Relief Teachers must:
    - Complete a paper roll within 15 minutes of the class starting.
    - Hand the roll in to the school office immediately after the class or by the end of the day.
    - The office will enter this data into KAMAR to ensure consistency.

Failure to complete roll marking may lead to gaps in data, delayed pastoral responses, and miscommunication with whānau.

3. Lateness to Class

- Students who are late to two or more classes in one day will be required to complete School Service during lunchtime or after school.
- This is managed by the Student Hub team.
- Whānau will be contacted to ensure the service is completed in a timely manner.

4. School Service and Extracurricular Activities

- School Service takes priority over extracurricular involvement.
- Coaches and Managers must ensure students complete their School Service before participating in training or events.
- Students who fail to meet these obligations may be stood down from extracurricular activities for one week.
- Alternatively, a weekend service may be arranged with input from whānau.

5. Truancy

- Students who are not in class without a valid reason are marked as Truant.
- Staff who identify truancy must:
    - Refer the student to their Dean.
    - Update the KAMAR record as soon as possible and accordingly.
- Students recorded as truant more than twice in a week will be assigned School Service.
- Ongoing or intermittent truancy will trigger formal intervention, including:
    - Whānau hui (family meeting).
    - Referral to the school social worker.
    - Notification to the local truancy service.
    - Registration with NETS (Non-Enrolled Truancy Service) via ENROL.

6. Emergency Closures

- Emergency closure procedures will be activated in accordance with school and Ministry of Education policies. In such cases, clear communication will be provided to whānau and staff through official channels (email, text, website, and/or social media).

7. Stand Down and Suspension

- All stand-down and suspension procedures will be carried out in accordance with Ministry of Education guidelines and Tamaki College internal protocols, ensuring student rights and wellbeing are upheld throughout the process.

8. Attendance Data Monitoring and Reporting

- The Senior Leadership Team will undertake a detailed analysis of attendance data on a termly and annual basis. This includes:
    - Identifying attendance trends and issues.
    - Disaggregating data by ethnicity, year level, and gender.
    - Gaps in data and delayed pastoral responses.
- Reporting findings to the School Board to inform strategy and decision-making.
- This information helps the school develop targeted interventions to support improved engagement and equitable outcomes.

9. Responsibilities of Staff and Whānau

- All staff are responsible for marking attendance accurately and promptly.
- Teacher of Mentoring, Period one and Period two classes must ensure the roll is marked accurately before 11am each day.
- Under delegation from the Principal, Deans and the Assistant Principal oversee follow-up actions and support systems.
- Whānau are key partners in ensuring student attendance and must:
    - Engage in communication and problem-solving where attendance concerns arise.
    - Schedule appointments (e.g., medical, dental) outside school hours wherever possible to minimise disruption to learning
    - Avoid planning holidays during term time unless there are exceptional circumstances approved by the Principal
    - Respond promptly to any communication from the school regarding attendance concerns
    - Work in partnership with the school to address any barriers preventing regular attendance (e.g., health, transport, pastoral issues)
    - Support re-engagement efforts such as return-to-school meetings, attendance improvement plans, or cultural engagement activities

10. Regular Communication with Parents and Whānau

- Send daily text messages to parents/caregivers of students who are absent from Mentoring, Period 1 and 2 without explanation.
- Follow up with phone calls or home contact when patterns of concern (e.g. repeated lateness, unexplained absences, or truancy) emerge.
- Use school newsletters, the website, and social media to regularly promote attendance expectations and celebrate improvements.
- Provide termly attendance summaries to whānau where appropriate.
- Engage parents in whānau hui when attendance concerns require more intensive support or intervention.
- Translate key communications into relevant languages to ensure accessibility for all families.

11. Engaged Learning Opportunities

- As part of our commitment to improving attendance, we will:
    - Design learning programmes that are relevant, hands-on, and culturally responsive.
    - Offer a range of academic, vocational, creative, and leadership pathways to meet the diverse needs of our students.

    - Where possible, incorporate project-based learning, student voice, and real-world (local-curriculum) experiences into the curriculum.
    - Provide opportunities for students to explore their passions through co-curricular and enrichment activities.
    - Create safe, supportive, and inclusive classrooms where every student feels a strong sense of belonging and purpose.

12. Ongoing non attendance

Consequences for ongoing unjustified non-attendance may include:

- Referral to the local Attendance Service (e.g., Auckland Truancy Services) for formal intervention and follow-up.
- Registration with the Non-Enrolled Truancy Service (NETS) via ENROL if the student has been absent and uncontactable for a sustained period.
- Removal from the school roll if a student has been absent without explanation for 21 consecutive days, as per the Ministry of Education's ENROL guidelines.
- In serious cases, the school may refer the matter for legal action under the Education and Training Act 2020, which allows for prosecution of parents or guardians who fail to ensure their child attends school.
- Before any removal or legal action occurs, the school will make every reasonable effort to:
    - Engage with the student and their whānau.
    - Offer support services and alternative learning plans.
    - Hold a whānau hui to discuss a clear plan for re-engagement.
- Our goal is always to support the student back into learning, but the school also has a legal and ethical duty to uphold attendance laws and protect every child's right to education.

13. Balancing school and work commitments

Tamaki College recognises that some senior students may undertake part-time employment to support their whānau. While the school acknowledges these responsibilities, it is important to emphasise that school attendance during timetabled hours remains a legal requirement under Section 36 of the Education and Training Act 2020.

In accordance with the Act, students under the age of 16 are legally required to be enrolled and attend school when it is open for instruction, unless they have been granted an exemption under Section 38. For students aged 16 and over, while they are not legally required to attend, continued enrolment at Tamaki College is conditional upon regular attendance and engagement.

To support senior students balancing work and study, Tamaki College will:

- Collaborate with the student, whānau, and employer to develop a legally compliant and educationally sound attendance plan.
- Explore recognised flexible learning pathways, such as Gateway, Trades Academy, or approved work-based learning programmes.
- Ensure students understand that paid employment is not considered a justified reason for absence unless it forms part of an approved school-based vocational programme.

- Monitor attendance and achievement regularly, and intervene where attendance is compromised.
- Provide additional pastoral and financial support through the Student Hub, school guidance team, or external social support agencies if financial hardship is impacting attendance.

Where paid employment results in sustained or repeated unjustified absence:

- The student and whānau will be required to attend a formal attendance meeting (whānau hui).
- The school may initiate further steps including referral to the Attendance Service, review of enrolment, or if the student is under 16, potential involvement of the Ministry of Education or Oranga Tamariki where neglect of legal schooling obligations is suspected.

14. Board Responsibility

The Board fulfils this responsibility by:

- Adopting and monitoring a school-wide Attendance Policy in line with Ministry of Education requirements
- Ensuring effective systems are in place for accurate attendance tracking and early intervention
- Resourcing attendance initiatives, including staffing, student support services, and community engagement
- Supporting school leadership to implement pastoral and disciplinary procedures for irregular or non-attendance
- Reviewing attendance data regularly and responding to patterns of concern across year levels or demographics
- Promoting a culture of attendance through governance decisions that prioritise student wellbeing, engagement, and learning
- The board retains the right to review the enrolment status of any student whose attendance fails to meet the expectations outlined in this policy.

REVIEW AND EVALUATION

The School Board will review and evaluate this policy every three years.

_____Ratification Date

_____Presiding Member

_____Principal